

February 16, 2007

**REQUEST FOR PROPOSALS – RFP (A07-003)**  
**Construction Management Services**  
**for the San Pablo Avenue Corridor Transit Improvements**  
**in Alameda County**

Dear Consultant:

The Alameda County Congestion Management Agency (ACCMA) has entered into an Agreement with AC Transit and the Cities of Oakland, Berkeley, Emeryville and Albany to implement Bus Stop Improvements along San Pablo Avenue for AC Transit's Rapid Bus Program. ACCMA desires to retain a Construction Management firm to provide construction management services for the upcoming project.

The attached Request for Proposals (RFP) describes the project, summarizes its current status, presents the requirements of the proposal, and outlines the criteria that will be used to evaluate the proposals.

Interested firms may review the Final PS&E and the ACCMA's Project Delivery Administration Guide (PDAG), which is planned for approval by the ACCMA Board on February 22, 2007, at the ACCMA offices, or request copies of these documents for \$50. These documents can be shipped overnight for an additional \$35 cost.

To be considered, five (5) copies of the proposal must be received at the ACCMA offices no later than 3:00 p.m. on Friday, March 9, 2007. An optional pre-proposal meeting is scheduled for Thursday, March 1 at 1:30 p.m. Interviews, if necessary, are scheduled for Friday, March 22, 2007. The pre-proposal meeting and the interviews will be held at the ACCMA's offices, 1333 Broadway, Suite 200, Oakland.

We look forward to receiving a proposal from your firm. If you have any questions regarding this project, please do not hesitate to call me at (510) 836-2560.

Sincerely,



Cyrus Minoofar, P.E.  
Manager of ITS Programs

**REQUEST FOR PROPOSALS – RFP (A07-003)**  
**Construction Management Services**  
**for the San Pablo Avenue Corridor Transit**  
**Improvements**  
**in Alameda County**

By the

Alameda County Congestion Management Agency (ACCMA)

February 16, 2007

**RESPONSES DUE:**

**3:00 PM, Friday , March 9, 2007**

Alameda County Congestion Management Agency  
1333 Broadway, Suite 220  
Oakland, CA 94612

**Request for Proposals (RFP A07-003)**  
**Construction Management Services**  
**for the San Pablo Avenue Corridor Transit Improvements**  
**in Alameda County**

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**Request for Proposals (RFP A07-003)**  
**Construction Management Services**  
**for the San Pablo Avenue Corridor Transit Improvements**  
**in Alameda County**

**SECTION 1 INTRODUCTION**

The ACCMA serves as the Congestion Management Agency for Alameda County and is responsible for programming State and Federal funding for transportation projects within the county. Over the past year, ACCMA has taken on additional responsibilities in the delivery of priority projects on the State Highway and Local Arterial Systems and as part of this effort, is leading current effort to implement the San Pablo Avenue Corridor Transit Improvements.

**SECTION 2 SERVICES TO BE PROVIDED**

The ACCMA intends to retain a qualified and committed professional Construction Management firm to be part of the ACCMA implementation team. The successful Construction Management firm shall demonstrate the availability of qualified personnel to perform construction management services for the construction of bus stop improvements at ten intersections (20 bus stop locations) in Alameda County. In addition, the CM firm will assist with the reproduction of the Contract Documents (Plans and Specifications), advertisement, bid inquiries, and the bid opening.

All persons furnished by the consultant shall be its employees or agents subject to its supervision and control, and not employees or agents of ACCMA or Caltrans. Consultant personnel shall perform services in accordance with applicable Caltrans, FHWA and ACCMA's Project Delivery Administration Guide (PDAG), which is planned for approval by the ACCMA Board on February 22, 2007. Criteria and guidelines and are subject to the following general requirements:

- All reports, calculations, measurements, test data and other documentation shall be prepared on forms specified by or otherwise acceptable to Caltrans and/or the ACCMA.
- Daily reports, extra work diaries, materials testing reports, and other reports shall be submitted in compliance with the Caltrans Construction Manual or other Caltrans procedures.

The Construction Management firm shall provide a comprehensive service, including constructability review, administration of bidding, response to bid inquiries, construction administration and management, inspection, attending meetings with the Contractor as necessary, coordination with all affected agencies, coordination with Caltrans, review of the Contractor's payroll certificates, responding to Contractor's RFI and requests for Contract Change Order (CCO), processing of CCOs, preparation of final punch list, project close out, preparation of quarterly report to the ACCMA Board and all other functions necessary for successful project

close-out. Consultant shall provide for all transportation and communication requirements for the consultant's personnel.

### **SECTION 3      SAN PABLO RAPID BUS PROJECT**

#### **Background**

The San Pablo Avenue Rapid Bus Program is one of the elements of the SMART Corridors Program, which is a cooperative effort by the Alameda County Congestion Management Agency (ACCMA), the Contra Costa Transportation Authority (CCTA), and 27 other agencies (including Caltrans, AC Transit and 18 local jurisdictions) to plan and implement a multi-modal advanced transportation management system. SMART Corridors use a variety of technologies, including Bus Rapid Transit system, to improve the performance of transportation systems by promoting efficient use of the existing highway and transit systems, and reducing environmental costs to the public. The application of current and evolving technologies to transportation systems and the careful integration of these functions will provide more effective solutions to multi-modal and regional transportation requirements. The development and successful implementation of this project, and other similar SMART Corridor programs, will serve as a roadmap for long-term direction of Intelligent Transportation System (ITS) deployment in the region.

#### **Project Description**

The San Pablo Avenue Rapid Bus system is currently in operation along the corridor, from Downtown Oakland to Contra Costa College in the City of San Pablo. As a part of the project, AC Transit has worked with the local agencies in Alameda County to provide amenities for the Rapid Transit bus stops.

This project will involve construction and installation of amenities for ten (10) intersections or 20 bus stop locations in Oakland, Emeryville, Berkeley and Albany. San Pablo Avenue is also State Route 123 from West MacArthur to Cutting Blvd in the City of Richmond. Therefore, coordination with Caltrans is required and an Encroachment Permit must be obtained for project construction.

Bus Stop improvements will primarily consist of the following items:

- New Sidewalk and Curb Ramps
- Concrete Crosswalk Treatments
- Pedestrian Lighting Standards
- Tree Grates
- Street Trees
- Trash Receptacles
- Audio Announce Model Pedestrian Push Buttons
- Countdown Pedestrian Signals

The Construction Manager must coordinate with all the local agencies, Caltrans, utilities, ACCMA, and the design firm (Kimley-Horn and Associates, Inc.) during project bidding, construction and acceptance.

**Request for Proposals A07-003  
San Pablo Avenue Corridor Transit Improvements Project**

**ACCMA  
February 16, 2007**

## **Preliminary Project Schedule**

The following is a tentative schedule for project delivery:

<b>Milestone</b>	<b>Date</b>
Advertise Construction Package	Early March 2007
Award Construction Contract	May 24, 2007
Start Construction	Early July 2007
Complete Construction	70 Working Days Early December 2007

**NOTE: Interested firms may review the Final PS&E for the San Pablo Avenue Corridor Transit Improvements at the ACCMA offices, or request a copy for \$50. These documents can be shipped overnight for an additional \$35 cost.**

## **SECTION 4: SBE AND LBE REQUIREMENTS**

ACCMA has adopted a Small Business Enterprise (SBE) Policy, pursuant to which the ACCMA encourages all prime contractors to utilize qualified SBE subcontractors on ACCMA projects, ACCMA promotes the direct purchase of goods from qualified SBEs by utilizing SBE vendors when such vendors are available and the price of the goods sought is reasonable, and, for professional services contracts, ACCMA seeks the utilization of qualified SBEs when such SBEs are available. All prime contractors are required to report on SBE usage during the term of each contract, using a form provided by ACCMA.

For purposes of ACCMA's SBE Policy, an SBE shall be a "small business" within the meaning of 13 CFR Part 121 and California Government Code Section 14837. In the event that the ACCMA's SBE Policy conflicts with any Federal, State or other funding source's programs, policies, regulations or requirements, ACCMA shall make the SBE Policy consistent with said funding source's programs, policies, regulations and requirements to the extent permissible by law. ACCMA's SBE Policy is neutral as to race, ethnicity, national origin, age, sex, religion, sexual orientation and other protected classes.

ACCMA has also adopted a Local Business Enterprise (LBE) Policy, pursuant to which the ACCMA encourages all prime contractors to utilize qualified LBE subcontractors on ACCMA projects. ACCMA promotes the direct purchase of goods from qualified LBEs by utilizing LBE

vendors when such vendors are available and the price of the goods sought is reasonable, and, for professional services contracts, ACCMA seeks the utilization of qualified LBEs when such LBEs are available. All prime contractors are required to report on LBE usage during the term of each contract, using a form provided by ACCMA.

The project will be funded with Measure B funds from the Alameda County Transportation Improvement Authority (ACTIA). Contracts funded by ACTIA must adhere to their Local Business Enterprise/Small Local Business Enterprise (LBE/SLBE) Program. A copy of ACTIA's LBE/SLBE Program and current certification list is included in Attachment C. The contract goals for this project are 70% LBE and 30% SLBE as required by ACTIA. Responders to this RFP are encouraged to familiarize themselves with ACTIA's LBE/SLBE Program and can do so at ACTIA's website at [www.actia2022.com](http://www.actia2022.com), under "Opportunities" then LBE-SLBE Program and Policies.

## **SECTION 5: DBE PROGRAM**

As noted above, this contract will be partially funded with federal funds. As a condition of receiving federal funds, ACCMA has signed an agreement with Caltrans pursuant to which ACCMA has agreed to implement Caltrans' Disadvantaged Business Enterprise (DBE) Program Plan (hereinafter referred to as the DBE Program Plan) as it pertains to local agencies. The DBE Program Plan is based on U.S. Department of Transportation (DOT), Title 49, Part 26, Code of Federal Regulations requirements.

## **SECTION 6 RFP SUBMITTAL REQUIREMENTS**

Please prepare your proposal in accordance with the following requirements.

1. *Proposal:* The proposal (excluding resumes and the transmittal letter) shall not exceed a total of the equivalent of 25 single-sided, 8.5" x 11" pages. Resumes should be included in an appendix.
2. *Transmittal Letter:* The proposal shall be transmitted with a cover letter describing the firm's/team's interest and commitment to the proposed project. The letter shall state that the proposal shall be valid for a 90-day period and should include the name, title, address and telephone number of the individual to whom correspondence and other contacts should be directed during the consultant selection process. The person authorized by the firm/team to negotiate a contract with ACCMA shall sign the cover letter.

Address the cover letter as follows:

Cyrus Minoofar, P.E., Project Manager  
Alameda County Congestion Management Agency  
1333 Broadway, Suite 220  
Oakland, CA 94612

3. *Project Understanding:* This section should clearly convey the consultant's understanding of the nature of the work, including coordination with and approvals from ACCMA.
4. *Approach and Management Plan:* This section should provide the firm's/team's proposed approach and management plan for providing the services.
5. *Qualifications and Experience:* The proposal should provide the qualifications and experience of the consultant team that will be available for providing the requested services. Please emphasize the specific qualifications and experience from projects similar to this project for the Key Team Members. Replacement of Key Team Members will not be permitted without prior consultation with and approval of the ACCMA.
6. *Staffing Plan:* The proposal should provide a staffing plan (by quarter) and an estimate of the **total hours** (detailed by position) required for providing the services.
7. *Additional Relevant Information:* Provide additional relevant information that may be helpful in the selection process (not to exceed the equivalent of 2 single-sided pages).
8. *References:* For each Key Team Member, provide at least three references (names and current phone numbers) from recent work (previous three years) similar this project. Include a brief description of each project associated with the reference, and the role of the respective team member.
9. *Submittal of Proposals:* Five (5) copies of your proposal are due at the ACCMA offices no later than the time and date specified in Section 6, below. Envelopes or packages containing the proposals should be clearly marked, **"Proposals Enclosed."**
10. *Cost Proposal:* A cost proposal should be submitted in a **separate sealed envelope titled "San Pablo Avenue Corridor Transit Improvements Construction Management Cost Proposal."** The cost submittal should indicate the number of anticipated hours by the Project Manager and Key Team Members. The estimated level of hours for other staff can be summarized in general categories.

Please include a list of personnel positions proposed for performance of the services and the hourly salary range of each classification.



## SECTION 7      SELECTION OF CONSULTANT

The overall process will be to evaluate the technical components of all the proposals completely and independently from the cost component. The proposals will be evaluated and scored on a 100 point total basis using the following criteria:

1. Qualifications and specific experience of Key Team Members.
2. Project understanding and approach.
3. Experience with similar types of projects.
4. Satisfaction of previous clients.
5. Schedule and capacity to provide qualified personnel.

Two or more of the firms/teams may be invited to an interview on March 22, 2007. The Project Manager and Key Team Members should attend the interview. The evaluation / interview panel may include representatives from ACCMA, Caltrans and other agencies, but the specific composition of the panel will not be revealed prior to the interviews. Costs for travel expenses and proposal preparation shall be borne by the consultants.

Once the top firm/team has been determined, ACCMA staff will start contract negotiations with firm/team. If contract negotiations are not successful, the second ranked firm/team may be asked to negotiate a contract with ACCMA, etc. Provided the negotiations are proceeding well, the ACCMA may elect to initiate a portion of the work scope with a Notice to Proceed (NTP), prior to execution of the contract.

## SECTION 8      SELECTION PROCESS DATES

- February 28, 2007**      Questions pertaining to this RFP should be emailed to Cyrus Minoofar prior to the pre-proposal meeting at the following email address: [cminoofar@accma.ca.gov](mailto:cminoofar@accma.ca.gov). **Responses to material questions received by 5:00 p.m. on this date will be provided at the pre-proposal meeting.**
- March 1, 2007**      **A Pre-proposal Meeting** will be held at 1:30 p.m. at the ACCMA offices, 1333 Broadway, Suite 220, Oakland, CA 94612. Attendance is optional.
- March 2, 2007**      Final date for questions. Questions should be emailed to Cyrus Minoofar **no later than 5:00 p.m. on March 2, 2007** at the following email address: [cminoofar@accma.ca.gov](mailto:cminoofar@accma.ca.gov). **Responses to material questions will be posted on ACCMA web site.**
- March 9, 2007:**      **Proposals are due no later than 3:00 p.m. on March 9, 2007** at the offices of the Alameda County Congestion Management

Agency, 1333 Broadway, Suite 220, Oakland, CA 94612. *Late submittals will not be accepted.*

**March 22, 2007:**

Interviews for consultant selection will be held on March 22, 2007.  
(If necessary)

All questions pertaining to this RFP should be emailed to Cyrus Minoofar, Project Manager, at the following email address: [cminoofar@accma.ca.gov](mailto:cminoofar@accma.ca.gov). All such emails must include the subject line "ACCMA RFP A07-003 Question:" and then the stated question in the body of the email. ACCMA will be unable to provide individual responses, and ACCMA will not respond to questions posed by any means other than email. Responses to all questions submitted by the February 28, 2007, deadline that may have a material impact on the proposal will be provided to all attendees of the pre-proposal meeting discussed above, and will also be posted on the ACCMA website: [www.accma.ca.gov](http://www.accma.ca.gov). Responses to all questions submitted by the March 2, 2007, deadline that may have a material impact on the proposal will be posted on the ACCMA website: [www.accma.ca.gov](http://www.accma.ca.gov).

## **SECTION 9      GENERAL CONDITIONS**

### **A.      Limitations**

This RFP does not commit the ACCMA to award a contract or to pay any costs incurred in the preparation of a proposal in response to this RFP.

### **B.      Rejection of Proposals**

The ACCMA reserves the right to reject any or all proposals.

### **C.      Award**

All finalists may be required to participate in negotiations and to submit such price; technical or other revisions of their proposals as may result from negotiations. Accordingly, each initial proposal should be submitted on the most favorable terms from a price and technical viewpoint.

### **D.      Workscope Modifications**

The ACCMA reserves the right to request changes to the staffing and/or scope of services contained in any of the proposals and to enter negotiations with any of the firms/teams regarding their submittal.

### **E.      Contract**

A sample contract is shown in Attachment B. It is expected that the terms of the contract will be acceptable to the consultant.

### **F.      Non - Discrimination**

Contractors shall not discriminate on the basis of race, color, national origin, sex, or physical

disability in the performance of ACCMA contracts

**G. Levine Act**

Selected consultants will be required to disclose on the record any contribution of more than \$250.00 which they have made to an ACCMA Board member within the twelve-month period preceding the submittal deadline of this RFP. This applies to your company, any member of your team, any agents for you or other team members and to the major shareholders of any closed corporation which is part of your team. If you have made a contribution which needs to be disclosed you must provide written notice of the date, amount and receipt of the contribution(s) to the ACCMA Executive Director, Dennis Fay. This information will need to be provided before the ACCMA can approve any contract.

**SECTION 10     LISTS OF FIRMS THAT RECEIVED THIS RFP**

See attached list of firms.

**Attachments:**

- Attachment A - List of firms that received this RFP
- Attachment B - Sample Contract
- Attachment C – ACTIA LBE/SLBE Program